



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Office of Airport Planning  
and Programming

800 Independence Ave., SW  
Washington, DC 20591

FEB -- 2003

Dear On Demand Operator:

The Federal Aviation Administration has arranged for its annual Airport Activity Survey to be conducted by Titan Secure Solutions. Data collected in this survey will be used to allocate Airport Improvement Program (AIP) funds to eligible airports. Your participation in this survey is critical to small airports that rely in part on these data to qualify for AIP funds.

The enclosed survey form (FAA Form 1800-31) requests data for the 12-month period January 1 through December 31, 2002. The revenue passenger enplanement data that are requested on the enclosed form should only include those enplanements not reported to the Office of Airline Information on Form 298C, Schedule T-1. See the back of the enclosed survey for a detailed explanation of how it should be completed. A sample of a completed form is on the back of this letter.

Submission of these data is voluntary. Your cooperation in completing this survey and returning it by March 30, 2003 is important to the airports you serve.

Sincerely,

Robert W. Yatzeck  
Manager, National **Planning Division**

Enclosure

## Paper Work Reduction Act

Submission of this form is voluntary. The purpose of this collection is to capture passenger enplanement data to be used to allocate Federal funds to eligible airports. The public reporting burden for this collection of information is estimated to average 1 hour and 30 minutes per response. Note: An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

<b>DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION</b> <b>AIRPORT ACTIVITY SURVEY (By Selected Air Carriers)</b>				<b>FORM APPROVED</b> <b>OMB NO. 2120-0067</b>	
<b>TWELVE-MONTH PERIOD COVERED</b> <div style="text-align: center;">January 1 thru December 31, 2002</div>				<b>FOR FAA USE ONLY</b>	
DO NOT REPORT ACTIVITY PREVIOUSLY SUBMITTED ON BTS FORM 298C, SCHEDULE T-1  <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 40%;"> <b>AIRWAY AIR TAXI, INC.</b>  <b>HANSCOM AIRPORT - NORTH</b>  <b>BEDFORD, MA 01730</b> </div> <div style="width: 20%; text-align: center; border: 1px solid black; padding: 10px; font-size: 24px; font-weight: bold;">                     SAMPLE                 </div> </div>				Operator Identification	ABCD
				Year	2002
				Month	12
				AIR TAXI/COMMERCIAL CERTIFICATE NUMBER  ABCD1234	
ADDRESS CORRECTION REQUESTED				Page      of      Pages	
<b>OPERATIONS DURING 12-MONTH PERIOD COVERED</b>					
<b>DEPARTURE AIRPORT</b>				<b>ENPLANEMENTS</b>	
CITY	STATE	AIRPORT NAME	LOCATION IDENTIFIER	NUMBER OF SCHEDULED ENPLANEMENTS (See Instructions)	NUMBER OF NONSCHEDULED ENPLANEMENTS (See Instructions)
Bedford	MA	Laurence G. Hanscom	BED	1237	403
Lewiston	ME	Auburn-Lewiston Muni	LEW	0	86
Nantucket	MA	Nantucket Memorial	ACK	1100	88
Concord	NH	Concord Muni	CON	0	16
Hartford	CT	Hartford-Brainerd	HFD	0	90
Bangor	ME	Bangor Intl	BGR	0	424
Burlington	VT	Burlington Int'l	BTB	0	239
Buffalo	NY	Greater Buffalo Int'l	BUF	0	10
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border: 1px solid black; padding: 5px; text-align: center;">                         CITY WHERE THE PASSENGERS DEPARTURE AIRPORT IS LOCATED.                     </div> <div style="width: 30%; border: 1px solid black; padding: 5px; text-align: center;">                         PLEASE USE STANDARD FAA AIRPORT IDENTIFIERS                     </div> </div>					
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border: 1px solid black; padding: 5px;">                         USE ONE LINE FOR EACH AIRPORT WHERE PASSENGERS BOARDED FLIGHTS. CONSOLIDATE ALL ENPLANEMENTS EXECUTED IN ONE AIRPORT AND REPORT THEM AS ONE LINE RECORD.                     </div> <div style="width: 50%; border: 1px solid black; padding: 5px;">                         TOTAL SCHEDULED REVENUE PASSENGERS BOARDING YOUR FLIGHTS AT EACH AIRPORT (SEE INSTRUCTIONS).                     </div> </div>					
<div style="display: flex; justify-content: flex-end; width: 40%; border: 1px solid black; padding: 5px;">                         TOTAL NONSCHEDULED REVENUE PASSENGERS BOARDING YOUR FLIGHTS AT EACH AIRPORT (SEE INSTRUCTIONS).                     </div>					
DATE		TYPED NAME AND TITLE OF PREPARING OFFICIAL		SIGNATURE	
2/10/2003		John Smith, General Manager		<i>John Smith</i>	

**Paper Work Reduction Act**

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				Year	
				Month	
				AIR TAXI/COMMERCIAL CERTIFICATE NUMBER	
<b>ADDRESS CORRECTION REQUESTED</b>				Page          of          Pages	
<b>OPERATIONS DURING 12-MONTH PERIOD COVERED</b>					
<b>DEPARTURE AIRPORT</b>				<b>ENPLANEMENTS</b>	
CITY	STATE	AIRPORT NAME	LOCATION IDENTIFIER	NUMBER OF SCHEDULED ENPLANEMENTS (See Instructions)	NUMBER OF NONSCHEDULED ENPLANEMENTS (See Instructions)
DATE		TYPED NAME AND TITLE OF PREPARING OFFICIAL		SIGNATURE	

## INSTRUCTIONS

The information requested on this form is voluntary, but is essential for the FAA to fairly allocate Airport Improvement Program (AIP) passenger entitlement funds to the airports you serve, as required by Title 49 of United States Code.

This survey is restricted to on demand operations that are NOT reported to the Office of Airline Information, Bureau of Transportation Statistics (BTS), Department of Transportation.

Commuter air carriers who report their scheduled activity to BTS on Form 298C, Schedule T-1, Report of Revenue Traffic by On-line Origin and Destination, should report only those operations NOT reported to the BTS. For example, nonscheduled (charter) activity subject to the passenger transportation tax should be reported. Commuter carriers not required to report to BTS because they conduct less than 5 round trips between two points should report revenue enplanements on this form.

**About this form:** Please notify your General Aviation District Office of any differences in your name, address or FAA Air Taxi / Commercial Operator Certificate Number from that already printed on this form. In addition, you may submit any changes with the attached form.

**Type of operation:** If you conducted nonscheduled operations, enter the number of Nonscheduled Enplanements in the last column. If you provide regular round trip air service between two or more airports several times per week, enter the number of scheduled enplanements in the Scheduled Enplanement column. If you conducted both scheduled and nonscheduled operations, enter the scheduled enplanements in the scheduled column and the nonscheduled enplanements in the nonscheduled column.

**Operations:** Consolidate all enplanements executed in one airport and report them as one line record. Show the data for each airport on a separate line. Give the number of scheduled, if any, and nonscheduled passengers enplaned at each airport. An enplaned passenger is a revenue passenger who boarded the flight at that airport. If the number of lines required is more than those provided on the form, please reproduce it for continued entries.

While it is realized that adequate records may not always be available, it is important that each item on the form be completed, using best estimates if necessary.

When submitting the form with handwritten data, please make sure that the information is legible.

If you had no commercial or air taxi activity during the reporting period, please indicate this across the face of the form and return it in the self-addressed envelope provided. If there are any questions regarding the completion of this form, please contact FAA Headquarters, National Planning Division, telephone number 202-267-8739.

Sign and date FAA Form 1800-31 in the spaces provided, and mail it to:

Titan Secure Solutions  
1900 Campus Commons Drive  
Attention: ACAIS  
Suite 400  
Reston, VA 20191-1535